



Town of Buckeye Human Resources Department JOB POSTING

048-06 RECREATION AIDE

NUMBER OF VACANCIES: Multiple

DEPARTMENT: Community Services

PAY GRADE: 18 Non-Exempt

DAYS WORKED: Monday – Friday

TYPE OF POSITION: Seasonal

POSTING DATE: August 18, 2006 (Revised)

WORK LOCATION: 1003 E. Eason Ave.

SALARY: \$8.00 per hour

HOURS WORKED: Varies, from 6:00 am – 6:30 pm

Applications will be accepted for these positions continuously.

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD: (623) 349-6400

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the “Job Opportunities” menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

GENERAL PURPOSE: Under close supervision, assists and supports recreation staff in providing recreation programs for the Buckeye youth.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assist in day-to-day operations of Recreation Programs.
- Monitors participants in the programs.
- Interacts with the public in responding to questions, assisting in preparation for program.
- Enforces rules and regulations and monitors security of facilities.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

(Job posting continues on back and/or next page.)

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Must be a minimum of 16 years of age.

Necessary Knowledge, Skills and Abilities:

- Interact with Youth in a fun, friendly and courteous manner.
- Interact effectively and courteously with the public and other employees.
- Knowledge of various types of athletic games, drama, music and/or computers.
- Skill in effective oral communication

Special Requirements: Current First Aide and CPR certifications or ability to obtain.

Reports To: Recreation Programmer

Supervision Exercised: None

FLSA Status: Non-exempt